

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS DRAFT MEETING MINUTES  
Thursday, November 10, 2016-7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.

2. Roll Call: MATT WATKINS (Chairman) BOB KOCH (Vice-Chairman), RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, JIM BEAVER, LISA STADE, CHRIS LILYBLADE (JEROME DELVIN, STEVE YOUNG, NORMA NELSON Excused)

Staff: Gloria Boyce, Tony Kalmbach, Christy Watts, Kevin Hebdon, Katherine Ostrom, Jerry Otto, Tom Turner, Paul Singer, Christine Landis, Dr. John Myers, Brian Roach, Legal Counsel, Michaela Dimas

Visitors: Scott Saunders, AECOM

**3. Pledge of Allegiance**

CHAIRMAN WATKINS called on JIM BEAVER, Benton County Commissioner, to lead the Pledge of Allegiance.

**4. Citizens Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited public comment on any item that is not on the agenda.

Gloria Boyce, General Manager, introduced Dr. John Myers as the new Chief Operations Manager stating he arrived on November 14<sup>th</sup> and would like to formally introduce him to the Board.

CHAIRMAN WATKINS welcomed Dr. Myers to his first Board of Directors meeting.

Scout Saunders, Western Regional Manager, AECOM, stated he was encouraged to attend the meeting and wanted to introduce himself. Informing the Board AECOM has an office at the Hanford site and he is looking forward to the opportunities to support Ben Franklin Transit.

**5. Approval of Agenda**

CHAIRMAN WATKINS stated a slightly modified agenda has been placed on their desks. Item 10B Public Comment Update on the 2017 Operating & Capital Budget was added. He called for a motion to approve the Agenda as amended.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

**6. Retirement Resolution**

A. Retirement of Christine Landis, Dial-A-Ride Driver per approved Resolution 52-2016 dated August 11, 2016

CHAIRMAN WATKINS called on Katherine Ostrom, Assistant Operations Manager, for introduction. Katherine Ostrom introduced Christine Landis and read aloud the tribute remarks from Resolution 52-2016. CHAIRMAN WATKINS called for a motion to approve Resolution 52-2016.

ACTION: RICHARD BLOOM made and JIM BEAVER seconded a motion to approve Resolution 52-2016 as presented. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS expressed his thanks to Christine Landis for her service to BFT. A Certificate of Commendation and Lifetime Bus Pass was presented to Christine Landis. Presentation photos were taken of the honoree and CHAIRMAN WATKINS.

**7. Board Committee Reports – Meeting Notes were included in the Board Packet**

A. Planning & Marketing Committee, Richard Bloom, Chair

RICHARD BLOOM, Chair, stated the Committee met on November 2, 2016. Presentations were made on the upcoming Trolley event to be held this Saturday and the contract award for Transit Consulting Services. The notes were provided in the packet.

B. Operations & Maintenance Committee, Rick Miller, Chair

RICK MILLER, Chair, gave an overview of the items discussed. Noting item 9C was originally to be placed as a consent item. However, after later discussion the Committee decided to place it as an action item on the Board agenda. Notes were provided in the packet.

C. Administration & Finance Committee, Steve Becken, Chair

STEVE BECKEN, Chair, gave an overview of the items discussed. Notes were provided in the packet.

**8. Consent Agenda (Any item is open for discussion at Board or Public Request)**

- A. Approval of October 13, 2016 Board Meeting Minutes
- B. Special Board Budget Meeting Minutes of October 13, 2016
- C. Payroll Voucher Summary

October 2016 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which was emailed to the Board Members November 4, 2016.

**Payroll**

Check Register Number	Check Number/ Number	Date of Issue	in the Amount		
522-16	78616	78647	10/14/2016	370,441.56	Payroll
523-16	78648	78678	10/28/2016	381,328.32	Payroll
				<b>Total</b>	<b>\$751,769.88</b>

**Non-Payroll Vouchers**

210-16	62467	62519	10/7/2016	245,914.82	Mdse
211-16	VOID	62487	10/7/2016	(373.45)	VOID
212-16	ACH Transactions		10/12/2016	269,153.90	ACH TRANS
213-16	62520	62521	10/12/2016	3,362.80	Mdse
214-16	VOID	61955	10/13/2016	(160.66)	VOID
215-16	62522	62589	10/14/2016	214,785.80	Mdse
216-16	ACH Transactions		10/17/2016	351,920.52	ACH TRANS
217-16	62590	62599	10/17/2016	182,918.51	Mdse

218-16	62600	62600	10/18/2016	900.19	Mdse
219-16	62601	62673	10/21/2016	275,473.21	Mdse
220-16	ACH Transactions		10/26/2016	8,924.34	ACH TRANS
221-16	62674	62726	10/28/2016	167,084.99	Mdse
222-16	62727	62739	10/31/2016	73,317.69	Mdse
223-16	ACH Transactions		10/31/2016	1,733,014.09	ACH TRANS
				<b>Total</b>	<b>\$3,526,236.75</b>

Check Register Numbers 522-16 to 523-16 and 210-16 to 223-16  
 In the total amount of:

**\$4,278,006.63**

- D. Resolution 60-2016 – Authorizing to the General Manager to enter into a contract with Gillig, Inc. for thirteen fixed route buses utilizing Washington State Contract #09214
- E. Resolution 61-2016- Authorizing the General Manager to enter into a contract with Schetky N.W., Inc. to upgrade the fixed route bus camera systems

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

ACTION: TERRY CHRISTENSEN made and BOB KOCH seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

**(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)**

**9. Action Items**

- A. Resolution 62-2016 – Authorizing the General Manager to enter into a contract with AECOM Technical Services, Inc. for Transit Consulting Services

Tony Kalmbach, Planning & Service Development Manager spoke to the resolution. Stating on July 14, 2016, the Board of Directors approved the release of proposals for implementation of the Comprehensive Service Plan Study (CSPS) recommendations. The implementation of, and transition to new services is positive through effective community outreach and marketing, without interruption to our customer’s services and meets federal and state requirements. The Consulting Services contract will implement the CSPS recommendations and provide support for unseen details that may arise through the implementation process, industry technical expertise, procedural and policy change and implementation, and ensure compliance with current and impending changes to federal and state requirements. This ongoing agency support activity will be let under Task Order 1 as needed. In addition to Task Order 1, consultants will implement the comprehensive service plan study (CSPS) recommendations as listed below in Task Orders 2 – 5. The anticipated cost of the On-Call Services and implementing the CSPS (Tasks Orders 1 - 5) is \$486,644, noting that Task Orders 2 – 5 above, includes a 10.0% change order to the pricing.

The five-year contract for On-Call Consulting Services under Task Order 1 includes provisions for additional services identified as work orders. Work orders will be negotiated on a case by case basis at the per-hour pricing listed per the contract (Appendix C). The General Manager would have authorization for work orders under Task Order 1, up to \$100,000, for a total amount not to exceed \$250,000. The Board of Directors would approve any work orders over \$100,000.

Staff’s recommendation is to Award AECOM Technical Services, Inc. the On-Call Transit Consulting Services and authorize Task Order 1 thru 5.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 62-2016 Authorizing the General Manager to enter into a contract with AECOM Technical Services, Inc. for Transit Consulting Services as presented. MOTION CARRIED UNANIMOUSLY.

B. Resolution 63-2016 – Approval of the 2016 Capital Budget Revision

Kevin Hebdon, Administrative Services Manager, read to the resolution for the 2016 Capital Budget Revision. Stating staff is seeking an increase approval in the Capital Budget; there are no changes to the 2016 Operating Budget. What this increase does is, aligns this budget with the approved Grants. Will finalize those grants in the Transit Award Management System (TRAMS). We are proposing an increase of \$362,500 it includes 10 additional Vanpool vehicles from 25 to 35. Wednesday, 11/2/16 we took this to the Operating & Maintenance Committee seeking authorization for State Grant of \$625,625. The current budget built only includes a minimum of 25 Vanpool vehicles. These are replacement vehicles and we must take delivery by June 30, 2017 to be compliant with the Grant that has been awarded to us. Mr. Hebdon continued with the Fleet changes for Dial-A-Ride (DAR) with decrease the quantity of DAR vehicles from 23 to 10 for projects separate of Section 5310 funds. And decrease the quantity of Section 5310 funded Dial-A-Ride vehicles from 7 to 6.

CHARMAN WATKINS asked updating our fleet and the significant changes are going to be from local state sources. Mr. Hebdon confirmed.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 63-2016 -Approval of the 2016 Capital Budget Revision as presented. MOTION CARRIED UNANIMOUSLY.

C. Resolution 64-2016 – Authorizing the General Manager to purchase thirty five 15 passenger vans from Bud Clary Chevrolet

Terry DeJuan, Rideshare Manager, read to the resolution stating BFT s would like to award Bud Clary Chevrolet the contract for the purchase of Vanpool vehicles. BFT received a Vanpool Investment Grant, GCB-2320, from Washington State Department of Transportation (WSDOT) to purchase thirty-five (35) replacement Vanpool vehicles. The grant states that a minimum of thirty-five vehicles must be purchased and provides \$625,625 in funding. Continued by stating fifteen passenger vans continue to make up the majority of the Vanpool fleet, meeting the needs of our customers. Utilizing funds from WSDOT, BFT will replace thirty five (35) fifteen passenger vans that meet BFT's replacement cycle of 7 years or 150,000 miles. The new fifteen passenger vans will be placed into commuter service starting with customers operating the highest mileage vans. Once all new vans are in service, staff will identify thirty five (35) fifteen passenger vans to surplus from the fleet.

Mr. DeJuan stated it is staff's recommendation to purchase thirty five (35), fifteen passenger vans from Bud Clary Chevrolet in Longview, WA utilizing the Washington State Department of Enterprise Services contract #03613. Mr. DeJuan stated he would be happy to answer any questions.

ACTION: RICK MILLER made and RICHARD BLOOM seconded a motion to approve Resolution 64-2016 Authorizing the General Manager to purchase thirty five 15 passenger vans from Bud Clary Chevrolet as presented. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS so three action items tonight, everything is such a well-oiled machine. We are just are rocking through. I almost just want to pause for some reason.

**(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors)**

**10. Discussion/Information Items**

A. Citizens Advisory Network Report

Christy Watts, Customer Service & Marketing Manager, stated they are waiting for more applications to come in. No other report given.

B. Public Comment Update on the 2017 Operating & Capital Budget

Kevin Hebdon, Administrative & Finance Manager, informed the Board on the status of the budget cycle for 2017 Operating & Capital Budget as authorized by the Board on October 13, 2016 to move forward to release for Public comment. We have received zero (0) responses and comments from the public. We received notification from Washington State Transit Insurance Pool (WSTIP) of an Executive Committee decision to increase their self-insured reserve (SIR) by a 10% rate. That is around a \$40 thousand increase in liability for Ben Franklin Transit (BFT) as it states currently, which we are still reviewing and will likely be a change on our budget when we go for adoption in December. We will accumulate any changes that have occurred since it was last presented to the Board in a detailed itemized way and include any considerations for Public comment in the December Board Meeting in hopes we can move forward for adoption then.

No questions or discussion.

**11. Staff Reports & Comments**

A. Legal Report

Brian Roach, Legal Counsel, had no report.

B. Treasurer's/Budget/Sales Tax Report

Kevin Hebdon, Administrative Service Manager, reported Sales Tax revenue increased 15.0% in October for August business as compared to October 2015. 2016 total sales tax revenues were 8.7% above the annual budgeted amount and 5.4% over 2015 total sales tax revenues.

For Treasurer's Report for end of November, the fund balance is at \$33.9 million, of which \$8.4 million has been set aside by the Board for 3 months' operating reserves. That leaves \$23.2 million for capital and unforeseen events.

Sales tax for PTBAs and Local Jurisdictions – These items were included in your packet mail out.

C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

**Government Affairs Update**

No transit related updates, other than we have a new President elect. We just anticipate what that will bring to us.

**Federal:** Nothing to report on the Federal level.

**State:** No new transit developments at the State level other than the elections.

**Operations:**

All transit operations continue to run smoothly over the last month. E-1 to continues to run smoothly on route 23 and 26 in Richland.

**Trolleys**

I want to thank our Board members for participating in our Trolley ribbon cutting ceremony Wednesday, what a success. We had a great turnout for the event and they have already generated quite an interest in the community.

Staff recognition- incredible involvement and pride in vehicles! Color scheme, detailing, tire rims, naming, historical photos, marketing campaign, and volunteering time.

CHAIRMAN WATKINS wanted to agree with Ms. Boyce and give the staff a round of applause.

Saturday- public rollout. Revenue Service- November 16<sup>th</sup>.

Community Education- Early January

**Major Projects**

Service changes- approved this evening

Technology Upgrades- scheduled for December Board approval

Facilities Upgrade- preliminary engineering & design, Conceptual drawing.

To address cost containment, efficiency and effectiveness of service, we are also in the process of a major overhaul of our DAR reservation, scheduling and dispatching software (Trapeze) and evaluating our current business practices. We are off to a great start and will be working to refine our DAR service delivery over the next three to four months to best serve this fast-growing segment of our community.

BFT will be recognizing and honoring our Veterans tomorrow. Veterans will be wearing their branch of service signage on the vehicles.

Lastly wanted to wish everyone a Happy Thanksgiving.

**12. Board Member Comments**

CHRIS LILYBLADE no comment.

LISA STADE regretted not being able to attend the Trolley event. Happy that we have the trolleys and shared the marketing information with the Council. Benton City had a goal setting event and they are focused on two big areas, which are, lift stations and road repairs. Ms. STADE will inform everyone when the contract goes through for the convenient store/gas station/hotel, may be mid next month.

STEVE BECKEN – just going through the budget in Prosser.

BOB KOCH – happy to see the involvement and cross section of people that attended the trolley event. Great ceremony.

CHAIRMAN WATKINS echoed BOB KOCH’s sentiments. He added that he enjoyed the revealing of the trolleys when the garage doors opened and the trolleys rolled out. It was phenomenally done. Did my best

at a live KNDU parking lot interview on questions regarding trying to reserve the trolleys. New council member Chi Flores as of Monday, and will serve as his Board alternate for transit.

RICK MILLER kind of a slow month due to elections, happy with how things have turned out. Happy to have BOB KOCH back. Not a lot going on in the county.

RICHARD BLOOM stated he appreciated the Trolley unveiling and enjoyed the event. Glad to see the excitement for the trolleys and a suggestion to have the trolley drivers wear the period uniforms. It is a fun thing in making transit fun and brings lots of excitement. Wore the trolley hat at the Veterans day parade and made an announcement at Flat Top Park of the trolley event.

TERRY CHRISTENSEN – kudos to staff on the trolley roll out. City of Richland working on the comprehensive service plan. Public Open house on December 5<sup>th</sup> for Rachel road Alignment study at Reata Springs on Leslie Road.

JIM BEAVER want to congratulate staff on the new Trolleys. Just working through budgets.

**13. Next Meeting – Thursday, December 8, 2016 at 7:00 p.m.  
1000 Columbia Park Trail, Richland WA**

**14. Executive Session**

No Executive Session held.

**15. Adjournment**

CHAIRMAN WATKINS promptly adjourned the Regular Board of Directors meeting at 7:42 p.m.

Meeting recorded by:  
Michaela Dimas, Clerk of the Board  
November 10, 2016